



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date Sept. 18, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed SEP 18 1974      74-365      NOV 7 1974			
2. Agency Application No. DHR-DPH-36		3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Physical Health Environmental Sanitation Services Section 47 Trinity Ave., SW Room 306-H Atlanta, Ga. 30334		4. Person to Contact Russell Hall			
				5. Working Title Chief	6. Tel. No. 656-4871		
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Earliest & Latest Dates of Series 1970 - Present		9. Exact Series Title To Amend Standard 73-296 Recreational Areas Plans and Specifications File					
10. What is the function of the office in which this record series is created? <p>The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health Programs in the State. These include, but are not limited to, health standards for businesses, housing, field operations and hospitals throughout the State; improvement of physical and dental health of adults and children, and health of expectant mothers; administration of family planning and sterilization programs; diagnosis and control of diseases; supervision of construction and licensure of health facilities; and administration of the Cancer Assistance Program.</p> <p>The Environmental Sanitation Unit, under the direction of the Chief, is responsible for the administration of State-Wide sanitation programs. Included are programs involving food service and control, tourist accommodation sanitation, recreational area sanitation, swimming pool quality control, water impoundments sanitation, insect and rodent control</p> <p>(CONTINUED ON ATTACHED SHEET)</p>							
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <p>Documents relating to proposed construction of water and <sup>sewerage</sup> <del>sewage</del> facilities in private or public recreational areas, such as Georgia State Parks, campgrounds, and other related facilities.</p> <p>Included are plans, specifications, correspondence regarding proposed facility construction, and related material.</p> <p>File is arranged alphabetically by name of proposed facility.</p>							
ATTACH SAMPLES OF THE FILE							
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers		2	3			1	1.5
Legal-size File Drawers				Floor Space Occupied (Square Feet)		In Office(s)	In Storage Area(s)
						This Year's	Last Year's
				AVERAGE DAILY REFERENCES		1	1
						As Needed	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] [ ]
14. Is there a duplication of this series in another office or agency? Some duplication of engineer's drawings in Natural Resources Parks & Historic Sites Division; [ ] [X]
15. ~~Some duplication relating to disposal into streams in Nat. Resources Water Quality~~ [ ] [X]  
 Attach copy of summary or publication. Control Division
16. Does the series contain classified information requiring security handling? [ ] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
18. Could the function be performed if the files were lost or destroyed? [X] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? [ ] [X]
21. Does the record series contain documentation produced as EDP printout? [ ] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] [ ]

24. REQUIREMENTS. The following requires the files to be kept 9 years:

- a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [X] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE  
 (Cite Law, Statute, or other reason for the retention requirement)

SEE ATTACHED SHEET

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [X] CALENDAR YEAR - [ ] FISCAL YEAR - [ ] OTHER \_\_\_\_\_, then:

- [X] Hold in the current files area \_\_\_\_\_ month(s)/ 2 year(s):
- [X] Transfer to [X] State Records Center [ ] Local Holding Area; hold 7 year(s):
- [X] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
William G. Vels	9-17-74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	Russell T. Hall	9/18/74
	State Auditor/Designee [X] Approved [ ] Disapproved	William M. Dixon	11-5-74
	Secretary of State/Designee [X] Approved [ ] Disapproved	Carroll Hart	11-4-74
	Attorney General/Designee [X] Approved [ ] Disapproved	Robert E. Shaw	11-6-74

STATE RECORDS  
COMMITTEE

Department of Human Resources  
Division of Physical Health  
Environmental Sanitation Services Section  
47 Trinity Ave., SW Room 306-H  
Atlanta, Ga. 30334

Page 3  
DHR-DPH-36

#10 (Continued)

and complaint investigation and follow-up information. It also provides technical assistance, supplies and materials for the operation of programs, for the surveillance and evaluation of State authority operated parks.

#24 (Continued)

The Environmental Sanitation Unit is requesting a longer retention period, based upon recent reference experience. They have found that a nine year retention would be more realistic to program needs because of the need to document previous construction and the need to certify construction of additional water and sewage facilities at the same facility.